

CONFIDENTIAL

30 OCT 1985

MEMORANDUM FOR: Executive Director

25X1 SUBJECT: Request for Approval to Incur Expenses

25X1 1. Approval is requested to incur expenses allowed

25X1 2. I believe the expenditure of appropriate funds is authorized under  for the costs for (reception, meals, coffee, other ,) on 1 November 85 for the purpose of celebrating the cornerstone laying for the Headquarters expansion.

3. Designated Officials (Guests) present including their grade, title, and organizational affiliation will be:

See attached list. *approx 100 invited guests*

4. Designated Agency Official (Host) present including their grade, title and organizational affiliation will be:

Harry E. Fitzwater, DDA.

5. Other guests present including their grade, title and organizational affiliation will be:

DCI - 48 attendees (led by DCI and DDCI)  
DA - 52 attendees (led by DDA)  
DI - 38 attendees (led by DDI)  
DO - 36 attendees (led by DOD)  
DDS&T - 29 attendees (led by DDS&T)

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6. I certify that the attendance of the individuals listed in paragraphs 4 and 5 is considered essential to the conduct of official Government business and further, that the function will facilitate the accomplishment of the DCI's duties and responsibilities.

7. The estimated cost of this function is \$2,729.75.

25X1



Harry E. Fitzwater, Deputy Director  
for Administration  
Office Head or Division Chief

I certify the availability of funds in the amount indicated in paragraph 7.

25X1



10/31/85  
Budget and Fiscal Officer, DCI

**APPROVED:**

25X1



10/31/85  
Executive Director

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9:25 AM 11/01/85 REG 1A  
 \*\*\* KITCHEN SALE  
 TAX 0.00 TOTAL 2325.00

### Guest Services Sales Ticket

Date <b>11/1/85</b>	Unit Name and Number <b>CIA</b>	Charge	Cash <input checked="" type="checkbox"/>	Ticket Number <b>2172</b>
Food & Beverage	<b>300 luncheons</b>			
Supplies	<b>cornerstone at</b>			
Other	<b>\$7.75</b>			
Tax Exemption No.		Subtotal		
		Sales Tax		
Services, Nontaxable		Down Payment		
<b>TOTAL</b>				<b>\$ 2325.00</b>

### INFORMATION BELOW FOR CHARGE SALES ONLY

Please pay amount of charge within 10 days to **pd**

Guest Services, Inc.

Customer's  
Signature

Business  
Telephone

Name (Print)

Firm or  
Government Division

Mailing Address